

## **FIRE INSPECTOR**

### **DEFINITION**

Under supervision, to perform responsible, technical and specialized work in the field of fire and life safety inspection, fire investigation, and code enforcement including weed abatement; to provide responsible technical support to the Fire Chief or his/her designee; and to perform related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this classification perform difficult and responsible types of technical and administrative duties in support of the Fire Department's prevention activities. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operations, procedures and policies of the work unit. This classification may train fire personnel on inspection and prevention practices and procedures.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Reviews construction plans for compliance with state and local fire and life safety standards and regulations; consults with architects and developers as required
- Inspects a variety of commercial, industrial, educational and residential buildings for compliance with local, state and national regulations
- Inspects and tests for the proper installation and operation of fire protection systems
- Researches and reviews regulations, codes and ordinances for application and interpretation in relationship to various conditions
- Assists in investigating the cause and origin of fires which may include the operation of still and video cameras, gathering and preserving evidence, interviewing witnesses, preserving the fire scene and assessing burn patterns and characteristics; may present evidence in court when required
- Investigates complaints pertaining to violations of fire prevention laws
- Prepares reports and maintains records of fire inspections and investigations work
- May develop, present and coordinate fire and life safety education programs for the community
- Represents the City and the Fire Department in a courteous and professional manner
- Coordinates fire prevention matters with other City departments and outside agencies
- Assists fire department personnel in code interpretation, training and fire inspections

### **QUALIFICATIONS**

#### **Knowledge of**

- Plan review code applications and general building code applications
- Basic engineering, architectural and building design practices and procedures
- Standards, methodology and terminology used in the building construction industry
- Code compliance in fire and life safety
- Fire protection equipment and systems
- Mechanical and electrical systems and components
- Methods of conducting building construction inspections
- Pertinent federal, state and local laws, codes and regulations
- Principles, practices and techniques of modern fire protection and prevention

- Titles 19 and 24, California Code of Regulations, National Fire Protection Association, National Electrical Code, Uniform Fire Code, Uniform Building Code
- Personal computers and word processing and spreadsheet software applications
- Proper English usage, grammar, spelling and punctuation

#### Skill in

- Accurately interpreting and effectively enforcing codes, laws, ordinances, and regulations relating to fire prevention
- Performing fire safety inspections of buildings and fire protection equipment using fire related codes and ordinances
- Detecting fire hazards and code violations and determining proper mitigation measures
- Conducting thorough and detailed fact finding investigations into fire incidents
- Reading and interpreting building construction drawings and specifications
- Learning local geography, including location of water mains, fire hydrants, and target areas of the City
- Preparing written correspondence, reports and other documents
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Conducting meetings, making presentations and facilitating communications in a clear, concise and positive manner
- Communicating effectively both orally and in writing
- Working with the public in a courteous, tactful manner in order to correct identified safety hazards
- Utilizing a personal computer in the completion of assigned duties
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of 12<sup>th</sup> grade and twelve (12) units of fire protection, building inspection or related courses; successful completion of the State Fire Marshal courses: Fire Prevention 1A and 1B, Fire Investigation 1A; and two (2) years of experience in fire prevention dealing with inspection, enforcement and engineering or in fire and building code enforcement. Successful completion of Fire Prevention 1C, Fire Instructor 1A and 1B and PC 832 are desirable but not required.

#### **LICENSES AND CERTIFICATES**

Possession of a valid California driver's license.

Standard First Aid Certificate issued by the American Red Cross

CPR Certification

**PHYSICAL DEMANDS**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp small tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as equipment, files, or other materials for distances up to 100 feet. May be required to work in exposure to various weather conditions and operate a vehicle.

FLSA: NE

POSN:

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.